



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

December 19, 2013

**MEMORANDUM**

TO: Intermediate School District Superintendents, Local Educational  
Agency Superintendents and Public School Academy Directors  
Intermediate School District Directors of Special Education

FROM: Venessa A. Keesler, Ph.D.   
Deputy Superintendent, Education Services

SUBJECT: Special Education Personnel Approvals in MOECS Application

The Office of Special Education will have the new Special Education Personnel Approvals System available through the Michigan Online Educator Certification System (MOECS) application January 7, 2014.

The current Special Education Personnel System will no longer be available after December 23, 2013. All special education teacher approvals in the current system with an outstanding payment will need to be resubmitted in the new system if payment has not reached our office by December 20 at 5:00 p.m.

The new system will require that the Personal Identifier Code (PIC) be entered to begin a new approval request, therefore if an Intermediate School District (ISD) is processing special education personnel approvals for a school district, the school district will be responsible in providing the ISD with the appropriate PIC number(s).

If you have any questions regarding this memo please email Roxanne Balfour at [balfourr@michigan.gov](mailto:balfourr@michigan.gov) or call 517-335-0468.

cc: Michigan Education Alliance

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